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OPTIONAL FORM 41 (Rev. 7-76)

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6 July 1984

1. DDA Quarterly

The DDA's Quarterly Review of the Office of Security is scheduled for Monday, 9 July. This review has been programmed with an emphasis on the Area Security Officers Program; three Area Security Officers, detailed to the Office of Logistics, Office of Training and Education, and the Office of Data Processing, will provide details regarding the security support unique to their respective areas. The Office review will also feature an update on the SORT recruitment effort, as well as Office efforts in the areas of overseas security and information systems security.

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2. Retirement

The Director of Central Intelligence recently dispatched a letter to the White House proposing a broader based retirement system in a new bill. The bill would create a system, separate and distinct from CIARDS, which could be readily applied to administrative and support personnel vice the current system's immediate application primarily to the Directorate of Operations.

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3. Office Audit

[redacted] advised that Audit Staff representatives have begun their review of the Office of Security, with [redacted] Deputy Director of Security for Policy and Management (DD/P&M), as the focal point officer. The representatives will be in contact with various components of the Office, and will visit [redacted]

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[redacted] commented that the Office has a very good track record regarding these audits, and asked that Office personnel cooperate with the representatives. [redacted]

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[] stated that the effort on the Security Protective Officers' Program is proceeding well, noting the graduation last week of the first training class. He related that the DDA, accompanied by several Office of Security managers, is scheduled to visit the Federal Law Enforcement Training Center in Georgia on 27 July. []

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5. Security Officers' Recruitment and Training (SORT)

[] stated that substantial strides have been made in the SORT recruitment effort as a result of [] total dedication to the effort for the last four months. With the enrollment of the fall class already identified, [] will resume his normal duties as Deputy Director of Security for Personnel Security and Investigations while continuing to guide the effort for the remainder of this year. []

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6. Protecting Americans Overseas

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A State Department blue ribbon panel has been formed to review the question of protecting American personnel stationed overseas. The panel, which may possibly include former DDCI Bobby Inman and Anne Armstrong, Chairman of the President's Foreign Intelligence Advisory Board, will take a total look at the necessary enhancement required for the next 10 years. As a separate issue, the panel will also examine the protection of foreign embassies within the United States. [] has advised that we will likely be asked to supply an officer to the panel. []

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7.

8. Office R&D Requirements

On 2 July, [] met with Mr. Phil Eckman, Director of Research and Development, regarding the Office of Security's research and development program needs for

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FY 1986. [] advised that the program will focus on long-range technical security requirements, various computer security concerns, and unique developments in polygraphy. []

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9. "Excellence" Initiatives

The Director of Central Intelligence continues to have strong interest in the recent "excellence" exercises and the many items which were identified. A progress report on items pertaining to the DDA is attached. []

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EXCELLENCE
29 June 1984

DDA ADMINISTRATION

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IN SEARCH OF EXCELLENCE

1. We have made considerable progress within the Directorate of Administration (DA) in implementing the excellence items provided by the DCI in his speeches to Agency personnel. I have attached a list of excellence items which have been or are being implemented in the DA.

2. To be successful with this effort, we need the support and participation of DA personnel. This makes it especially important that the word gets out to DA personnel on excellence and other items of special interest. I have asked each DA Office Director to report to me at the next DA quarterly office reviews on the briefings, displays, and publications used by his Office to get the word out.

3. I will keep you informed as more excellence items are being implemented.

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Harry E. Fitzwater
Deputy Director
for
Administration

Attachment

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